

Quotation Request //

US Government Publishing Office

Atlanta Regional Office
3715 Northside Parkway, Suite 4-305
Atlanta GA 30327-

JACKET:524-368

Quotations are Due By:

(Eastern Time) 11:00 AM on 07/01/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: EMERGENCY RESPONSE GUIDEBOOK (ERG 2020) - ENGLISH

QUANTITY: 1000 Spiral Bound Books

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (404)605-9160.

TRIM SIZE: 5-7/16 x 7-5/8"

PAGES: 392 Text + 2-piece Cover

SCHEDULE:

Furnished Material will be available for pickup by 07/02/2021

Deliver complete (to arrive at destination) by 07/28/2021

F.O.B. destination

*** DELIVERY DATE IS CRITICAL - COPIES MUST BE DELIVERED ON OR BEFORE 7/28/2021 ***

NOTE: AGENCY MUST RECEIVE TRACKING INFORMATION PRIOR TO SHIPMENT LEAVING THE CONTRACTOR'S PLANT. Contractor must notify the ordering agency on the same day that the product ships via e-mail to Gina Chipman (Gina.Chipman@fletc.dhs.gov) and the Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 524-368 (Req. 1-00142)". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

"For Official Use Only": Contractor must maintain proper control and handling at all times to prevent any information or materials required to produce the product under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

NOTE: Contractor must print the specified Pantone colors - simulated 4-color process build of Pantone colors is NOT acceptable.

Covers 1 through 4 print illustrations, tints/solids, reversing, type, and/or rule matter in Process Black and

various Pantone colors (see below) with bleeds on Covers 1 & 4 only.

-- Cover 1 prints Process Black, Pantone 151 Orange*, Pantone 186 Red, Pantone 285 Blue, and Pantone 109 Yellow with full bleed on all dimensions.

-- Cover 2 prints Process Black, Pantone 151 Orange, and Pantone 186 Red with no bleed.

-- Cover 3 prints Process Black only with no bleed.

-- Cover 4 prints Process Black and Pantone 151 Orange* with full bleed on all dimensions.

*NOTE Pantone 151 Orange for Cover 1 and Cover 4 requires two plates - one for the solid and one for the screen.

Text prints illustrations, tints/solids, reversing, type, and rule matter in Process Black and various Pantone colors with bleeds scattered throughout pages (see below).

-- Text page 1 prints Pantone 151 Orange, Pantone 376 Green, Pantone 285 Blue, Pantone 102 Yellow, Pantone 186 Red, and Process Black with no bleed.

-- Text pages 2-6, 10, 11, 13, 14, 15, 19-22, 24-27, 91, 155, 286-293, 354-366, 368-389, and 391-392 print Process Black with no bleed.

-- Text pages 7, 12, 16, 17, 367, 390 print Pantone 186 Red and Process Black with no bleed.

-- Text page 8 prints Pantone 151 Orange, Pantone 335 Green, Pantone 109 Yellow, Pantone 186 Red, and Process Black with no bleed.

-- Text page 9 prints Pantone 285 Blue, Pantone 109 Yellow, Pantone 186 Red, and Process Black with no bleed.

-- Text page 18 prints Pantone 151 Orange and Process Black with no bleed.

-- Text page 23 prints Pantone 151 Orange, Pantone 186 Red, and Pantone 109 Yellow, and Process Black with no bleed.

-- Text pages 28-61, 63-66, 68, 69, 71, 72, 74-84, 86-90 print Pantone 102 Yellow, Pantone 376 Green, and Process Black with full and/or uncommon bleed on all dimensions.

-- Text pages 62, 67, 70, 73, 85 print Pantone 102 Yellow and Process Black with full and/or uncommon bleed on all dimensions.

-- Text pages 92-99, 101-109, 111-114, 116-154 print Pantone 292 Blue, Pantone 376 Green, and Process Black with full and/or uncommon bleed on all dimensions.

-- Text pages 100, 110, 115 print Pantone 292 Blue and Process Black with full and/or uncommon bleed on all dimensions.

-- Text pages 156, 157, 170, 174, 182, 184, 186, 198, 200, 206, 210, 212, 214, 220, 222, 224, 238, 240, 242, 244, 246, 248, 250, 254, 268, 272, 278, 282 print Pantone 151 Orange, Pantone 376 Green, and Process Black with full and/or uncommon bleed on all dimensions.

-- Text pages 158-169, 171-173, 175-181, 183, 185, 187-197, 199, 201-205, 207-209, 211, 213, 215-219, 221, 223, 225-237, 239, 241, 243, 245, 247, 249, 251-253, 255-267, 269-271, 273-277, 279-281, 283-285 print Pantone 151 Orange and Process Black with full and/or uncommon bleed on all dimensions.

-- Text pages 294-353 print Pantone 376 Green and Process Black with full and/or uncommon bleed on all dimensions.

NOTE: Covers and Text must be produced via conventional offset printing. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

MATERIAL FURNISHED: Contractor to receive. See below:

- Purchase Order and two print files (see "ELECTRONIC MEDIA") will be emailed to the contractor upon award.

ELECTRONIC MEDIA:

- PLATFORM: Unknown

- SOFTWARE: Two PDF files (one for covers and one for text - approximately 7.5 total MB) will be provided.

-- NOTE #1: Text file does not contain bleed - contractor to create all bleed margins.

-- NOTE #2: Text file contains punch holes which are for position only and do not print.

-- NOTE #3: Contractor to establish and maintain sufficient margins on covers and text (including repositioning images if necessary) to allow for spiral binding without loss of copy.

-- NOTE #4: Contractor to create page layout to image as specified (trim size, bleeds/margins, colors).

- COLOR(s): Identified as Process Cyan, Process Magenta, Process Yellow, Process Black, Pantone 151, Pantone 186, Pantone 285, Pantone 109, Pantone 335, Pantone 376, Pantone 292, Pantone 102, and NuBlack.

-- NOTE #1: Contractor to convert NuBlack on Cover 1 to spot color Black.

-- NOTE #2: Pantone 151 for Cover 1 and Cover 4 requires two plates - one for the solid and one for the screen.

-- NOTE #3: Cover file has Pantone 186 CVC and Pantone 186 U. Contractor can convert to one plate for Pantone 186.

-- NOTE #4: Text file contains punch holes created from Process Cyan, Process Magenta, Process Yellow. Punch is for position only and does not print.

- FONTS: All fonts are Embedded and/or Embedded Subset.

- OUTPUT: High resolution (175 line screen) output required.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Covers: JCP Code* L70, White Coated One-Side Cover (C1S), Point Size 8 pt.
Text: JCP Code* A80, White Opacified Text, Basis Size 25 X 38", Basis Weight 50#

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil
Process Black & Various Pantone colors (see "DESCRIPTION")

PRINT PAGE: Head to Head

MARGINS:

Follow file setup*. *See "ELECTRONIC MEDIA" for additional requirements.

-- Covers 1 and 4: full bleed on all dimensions.

-- Covers 2 and 3: adequate gripper.

-- Text: full and/or uncommon bleed scattered throughout pages; adequate gripper on pages with no bleed (see "DESCRIPTION")

PROOFS:

Proofs are not required; however, contractor will be responsible for final output that is in conformance with the digital files as provided. The contractor will be responsible for reporting immediately to the GPO if there is any discrepancy within the content of the digital file versus the output.

BINDING:

Trim 4 sides. Collate Covers & Text. Punch suitable along the 7-5/8" left dimension and bind with a suitable sized** black plastic HEAVY DUTY spiral binding. **NOTE: Spiral binding must be large enough to allow the book to lay flat when opened. Spiral binding element must be crimped at ends to ensure element remains in punch holes. Spiral binding must withstand heavy usage.

PACKING:

Pack suitable per shipping container.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

DISTRIBUTION:

Deliver all copies via traceable means to: DHS/FLETC, ATTN: William Valentine/Pubs Warehouse (912-267-2360), 1131 Chapel Crossing Road, Building 680, Glynco, GA 31524.

NOTES:

1) If shipment is going to be delivered by truck line, driver must possess a valid driver's license, proof of insurance, and must be a US citizen. A quick background check will be done on the driver before obtaining clearance to enter the FLETC facility. Delivery hours are 7:30am-4:00pm, Monday-Friday.

2) **AGENCY MUST RECEIVE TRACKING INFORMATION PRIOR TO SHIPMENT LEAVING THE CONTRACTOR'S PLANT.** Contractor must notify the ordering agency on the same day that the product ships via e-mail to Gina Chipman (Gina.Chipman@fletc.dhs.gov) and the Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 524-368 (Req. 1-00142)". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard
P-7 Type Quality and Uniformity	File Setup
P-9 Solid or Screen Tints Color Match	Pantone Matching System

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required)

utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

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Attachment(s): NONE